



## Animal Shelter Manager

**Department:** Police

**Class Code:** 2116

**EEO Code:** 24

**FLSA:** E

**Effective:** 01/02/1998

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### **GENERAL STATEMENT OF DUTIES:**

Under direction, performs work of moderate difficulty in managing and supervising the animal shelter and providing health care to animals housed at the shelter in accordance with guidelines of participating veterinarians in the Veterinarian Technician Program; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Manages and administers the animal shelter according to Federal and State guidelines; directly supervises animal shelter staff; coordinates animal shelter activities with Local and State Health Department; schedules and monitors training of personnel; keeps abreast of changes in State and Federal laws affecting the shelter and ensures compliance; develops and administers various programs for educating the public on issues such as responsible pet ownership; plans and conducts special clinics in coordination with other localities and local veterinarians to control special problems such as rabies; responds to citizen complaints concerning the animal shelter; and assists citizens who visit the shelter. Provides health care and administers medication to animals housed at the shelter, as needed; provides transportation for sick or injured animals to local veterinarians; coordinates activities and fosters a positive working relationship with Local/State veterinarians; manages and assists in the euthanasia and subsequent disposal of unwanted or feral animals; manages the preparation of specimens for the State lab; manages and maintains OSHA standards within the shelter; maintains files on shelter programs; orders equipment and supplies; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of State and Federal laws related to animal shelter administration; of State animal shelter guidelines/standards; of principles and techniques of administering care and medication to sick or injured animals; of OSHA guidelines and requirements. Some knowledge of personnel principles and practices; of budget management. Ability to plan, develop and supervise the activities of staff; to communicate effectively both orally and in writing; to establish effective working relationships with County personnel, Local/State veterinarians and the general public; to speak effectively in a public setting.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Associates degree in Veterinarian Science with one year of experience as a Veterinarian Technician and one year supervisory experience in an animal shelter or clinic; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Valid vehicle operator's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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